



TOM TINDALL
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

"To enrich lives through effective and caring service"

Telephone: (323) 267-2101
FAX: (323) 264-7135

August 09, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

14 August 9, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

APPROVAL TO EXTEND CONTRACTS FOR BUSINESS MACHINE MAINTENANCE SERVICES

SUBJECT

Approval to extend thirteen (13) current business machine maintenance services contracts.

IT IS RECOMMENDED THAT YOUR BOARD:

Authorize the Director, Internal Services Department, or his designee, to extend the existing business machines maintenance service contracts for a six (6) month period with six (6) month-to-month options to extend, at existing rates and terms and conditions, with thirteen (13) incumbent vendors.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD is in the process of soliciting bids for maintenance services of twenty (20) categories of business machines countywide. The current contracts will allow ISD to continue providing a resource to County departments for maintenance services on a variety of business machines countywide (i.e., high end copiers, scanners, plotters, etc.) as well as large scale equipment that supports the Downey Data Center. On January 5, 2011, a Request for Proposals was released and later cancelled due to modifications in certain service requirements. As a result, ISD updated and released a revised

document on June 22, 2011. The new solicitation is expected to be completed within the next six months. However, due to the size of the solicitation, delays may occur that will necessitate additional time to complete the contract award recommendation process.

Implementation of Strategic Plan Goals

The recommended contract supports County Strategic Plan Goal 1 (Operational Effectiveness) by establishing centralized contracts that provide maintenance services to high end business machines countywide.

FISCAL IMPACT/FINANCING

Expenditures under the contracts vary from year to year based on the needs of County departments. Funding for the services are included in ISD's FY 2011-12 Adopted Budget and other County departments' budgets. Costs funded under ISD's budget will be recovered through billings to customer departments. The rates for the proposed extensions will remain fixed and will not increase for the extension period.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the current contracts have been approved as to form by County Counsel. All terms and conditions will remain the same.

CONTRACTING PROCESS

Twelve (12) of the current contracts will expire on September 30, 2011 and one (1) will expire on December 19, 2011. Each contract will be amended to extend the terms for an additional six (6) month period with six (6) one-month options. New contracts will be recommended to your Board at the conclusion of the current solicitation.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Extending the proposed agreements will avoid a gap in services or the need for County departments to process individual purchase orders for business machine maintenance services.

Respectfully submitted,



TOM TINDALL

Director

TT:YY

Enclosures

c: Chief Executive Officer
County Counsel

CURRENT EQUIPMENT MAINTENANCE CONTRACTORS

CONTRACT NO.	CONTRACTOR	CONTRACTOR ADDRESS	EQUIPMENT TYPE SERVICED
I103828	3 M	3M Center, Bldg 225-4N-14, St. Paul, MN 55144	Library Book Security
I103835	APC Sales & Service Corporation	1660 Scenic Ave, Costa Mesa, CA 92626	Uninterruptible Power Supplies
I103830	BOWE BELL + HOWELL	5867 Muir Street, Simi Valley, CA 93063	Mail Processing Equipment
I103846	CANON BUSINESS SOLUTIONS	110 West Walnut Street, Gardena, CA 90248	High End Copiers - High End Printers
I103854	DECISIONONE CORPORATION	426 West Lancaster Ave., Devon, PA 19333	Midrange Computers
I103831	EMC CORPORATION	55 Constitution Blvd, Franklin, MA 02038	Large Scale Disk Storage
I103849	HEWLETT-PACKARD COMPANY	8000 Foothills Blvd., Redwood Shores, CA 95747-6588	HP Equipment (Large Scale Computers)
I103853	INTERNATIONAL BUSINESS MACHINES CORPORATION (IBM)	600 Anton Blvd. 4 th Floor, Costa Mesa, CA 92626	IBM Equipment (Large Scale Computers)
I103845	OCE NORTH AMERICA, INC.	1055 W. 7 th St., Los Angeles, CA 90017	High End Copiers - High End Printers
I103844	UNISYS CORPORATION	25725 Jeronimo Road, Mission Viejo, CA 92691	Large Mainframe Servers
I103841	UPSCO POWERSAFE SYSTEMS, INC.	44 North Central Ave., Upland, CA 91786	Uninterruptible Power Supplies
I103850	WIZTEC CORPORATION	26943 Ruether Ave., Suite P, Santa Clarita, CA 91351	Midrange Computers - Engineering Plotters
I103847	XEROX CORPORATION	700 S. Flower St., Ste 700, Los Angeles, CA 90017	High End Copiers - High End Printers